

## DRAFT



### WASHINGTON MUNICIPAL CLERKS ASSOCIATION 45th ANNUAL BUSINESS MEETING Thursday, March 19, 2015, 9:00 a.m. Vancouver Hilton, Vancouver, WA

#### **CALL TO ORDER:**

President Quinn called the 45th Annual Business Meeting of the Washington Municipal Clerks Association to order at 9:00 a.m.

President Quinn introduced Carol Etgen, City Clerk of Fife, who served as Parliamentarian.

#### **INTRODUCTION OF THE EXECUTIVE COMMITTEE:**

President Diana Quinn introduced the Executive Committee: Immediate Past President Scott Passey, President-Elect Debbie Burke, Vice President Shannon Corin, Secretary Virginia Olsen, Treasurer Gina Anderson, and Board Members Jill Boltz, Randy Hinchliffe, Christy O'Flaherty, Dee Roberts, Paula Swisher, and Bobbie Usselman.

#### **RESOLUTION OF APPRECIATION:**

President Quinn read a Resolution of Appreciation recognizing the staff at the Vancouver Hilton Hotel as well as the WMCA members who planned and coordinated the conference.

Member Shauna Lee Rice **MOVED**, seconded by Member Randy Reed, to adopt the Resolution of Appreciation. The motion **PASSED** unanimously.

President Quinn thanked all the representatives of the Vancouver Hilton for their assistance with the conference.

#### **APPROVAL OF MINUTES:**

The minutes of the 44th Annual Business Meeting held on March 20, 2014, were provided in the meeting packet and posted online. Hearing no objections and no corrections, President Quinn dispensed with the reading of the minutes.

President Quinn declared the March 20, 2014 Annual Business Meeting minutes approved.

#### **TREASURER'S REPORT:**

Treasurer Anderson referenced the written Treasurer's Report that was made available to the membership in the packet. She noted that revenues exceeded the budget and expenses look way under budget because the largest expenditure is the conference and those bills are processed after conference.

Treasurer Anderson said scholarship expenses do not show as an even amount because WMCA had to pay for the raffle tickets and shipping for a magnum of wine that was purchased in the auction. She explained that the person who bid on it was unable to take it on the airplane, so it was shipped to her. There were no questions.

# DRAFT

## NEW BUSINESS:

### **Audit Report**

President Quinn introduced incoming Audit Committee Chair Cindy Marbut to present the Audit Committee Report.

Chair Marbut stated the committee met on January 7, 2015 to conduct an audit of financial and corporate records for the period of May 2014 through December of 2014. She said the committee found that all records were recorded accurately and reflect appropriate spending activity for the time period. Chair Marbut noted that a full report with recommendations was provided to the Executive Committee and is included in the meeting packet. Chair Marbut asked each committee member to stand and be recognized.

Chair Marbut thanked Treasurer Gina Anderson for her great work as Treasurer and asked the membership to recognize her hard work and dedication to the organization. Boardmember O'Flaherty stated that she was the liaison to the committee and thanked Chair Marbut for stepping up and filling in when needed as Committee Chair.

Chair Marbut **MOVED**, seconded by Boardmember O'Flaherty, to accept the Audit Report. The motion **PASSED** unanimously.

President Quinn thanked Chair Marbut and the Audit Committee for their work.

### **Election Results**

President Quinn announced that President-Elect Debbie Burke would be sworn in as WMCA's next President that evening at the annual banquet. She stated that WMCA Bylaws state that the President-Elect automatically assumes the office of President.

President Quinn announced the recently elected Executive Committee officers: President-Elect Shannon Corin, Vice President Christy O'Flaherty, Treasurer Gina Anderson, and Boardmembers Deb Jermann and Kay Kammer.

President Quinn asked Membership Committee Chair Liz Smoot to present the Elections Committee Report. Chair Smoot introduced Elections Officer Leana Johnson to announce the election results.

Elections Officer Johnson quipped that the election was a "hotly contested ballot" (all races unopposed) and only 72 votes were cast from a membership of 319. She encouraged the membership to vote in future elections even if the candidates are all unopposed.

Elections Officer Johnson thanked Boardmember and Webmaster Bobbie Usselman for posting all of the election information on the WMCA website.

Elections Officer Johnson also thanked Treasurer Gina Anderson for providing membership information and Elections Auditor Molly Towslee for auditing the elections.

## **DRAFT**

President Quinn asked that the newly elected members please stand and be recognized by the membership. The election results were included in the packet.

### **Bylaws Committee Report:**

President Quinn stated that WMCA Bylaws may be amended by at least a 2/3 majority vote of the voting members at any annual business meeting of the association. She said there were no proposed amendments this year.

President Quinn thanked Bylaws Committee Chair Michelle Hart and the Committee for being ready if called upon.

### **2015-2016 BUDGET:**

President-Elect Burke briefly reviewed the proposed 2015-2016 Budget and spoke about some of the highlights including projected revenues and expenditures, academy and conference meals and audio visual equipment, IIMC Conference Region IX reception and President's soiree, Athenian speaker expenses, Education Coordinator travel to the IIMC conference, and removing Idaho & British Columbia conference expenses.

President-Elect Burke **MOVED**, seconded by Boardmember Swisher, to approve the 2015-2016 Budget as presented.

There was no discussion and the motion **PASSED** unanimously.

President Quinn asked if any members had new business.

Past President Ali Spietz asked if the Executive Committee would consider opening up additional scholarships for PD 1 since new members attending the conference had just learned about it. President Quinn said the Executive Committee would consider it at their board meeting on March 21.

Past President Alice Attwood said she would like to open up additional scholarships for all PD classes. President Quinn stated the Executive Committee would discuss both suggestions at Friday's board meeting.

There was no other new business.

### **OTHER REPORTS:**

Education Committee Chair Carol Etgen asked her committee members to stand and be recognized. She noted that she wanted the membership to see who they could talk to about speaker and topic ideas for next year.

## DRAFT

President Quinn stated that the committee reports were provided as part of the Annual Business Meeting packet and announced that she would like to forgo each individual Committee presentation unless there were any objections. There were none. She thanked all the committee members and chairs for their work over the last year.

President Quinn asked that donations to the Vida's Ark charity be dropped off by 4:00 p.m.

### **ADJOURNMENT:**

There being no further business to come before the membership, President Quinn thanked everyone for attending and declared the 45th Annual Business Meeting adjourned at 9:32 a.m.

Attest:

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Virginia V. Olsen, CMC  
WMCA Secretary